



OVERSIGHT AND  
COMPLIANCE

**OFFICE OF THE DEPUTY CHIEF MANAGEMENT OFFICER**  
**9010 DEFENSE PENTAGON**  
**WASHINGTON, DC 20301-9010**

**MEMORANDUM FOR DESIGNATED FEDERAL OFFICER, THREAT REDUCTION  
ADVISORY COMMITTEE**

**SUBJECT: Charter and Membership Balance Plan Amendment for the Threat Reduction Advisory Committee**

Based upon the recent decision by Deputy Secretary of Defense Work to increase the total membership for the Threat Reduction Advisory Committee (TRAC) to no more than 25 members until May 29, 2018, I have approved the TRAC's amended charter and membership balance plan and will file the amended charter with the Defense Congressional Oversight Committees, the General Services Administration, and the Library of Congress.

In consultation with the Office of the General Counsel of the Department of Defense (OGC DoD), I have affirmed that all individuals appointed to the TRAC, once authorized by the Secretary of Defense or the Deputy Secretary of Defense and administratively certified by the Under Secretary of Defense for Acquisition, Technology, and Logistics, will be appointed to serve as special government employee (SGE) or regular government employee (RGE) members, as appropriate. The following points apply:

- (a) Individual members authorized for appointment or renewal of appointment according to DoD policy, who are not full-time or permanent part-time Federal officers or employees, must be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as SGE members. Those who are full-time or permanent part-time Federal officers or employees must be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as RGE members.
- (b) Each TRAC member must be notified, in writing, of the appointment authority's decision. Any questions pertaining to these letters of notification should be referred to me. At a minimum, the letters shall contain the following:
  - i. notice that each individual's appointment to serve on the TRAC is without compensation, with the exception of reimbursement of official TRAC-related travel and per diem;
  - ii. a statement that each individual is appointed to serve as an SGE or RGE member, as appropriate;
  - iii. an explanation of the difference between serving as an SGE or representative member; and
  - iv. a summary of the applicable ethics requirements, to include whether SGE members are required to file a Confidential Financial Disclosure Report.

If you should have any questions please contact Megan McPherson at 517-294-9977 or by email at [megan.g.mcpherson.ctr@mail.mil](mailto:megan.g.mcpherson.ctr@mail.mil).

James D. Freeman II  
Advisory Committee Management Officer